

C

State Dept. declassification instructions on file



OFFICIAL USE ONLY

721

81 OLD  
ORIGIN:  
LR  
INFO  
REF  
OLI

NO: **CA-4017** November 9, 1956

SUBJECT: **Accessibility and Use of NIS**

TO: **All American Diplomatic and Consular Posts**

The Department has noted recently that officers at some posts are not making full use of the National Intelligence Survey (NIS). Information received at the Department indicates that the reasons for this are that these officers are not aware of the NIS, and posts often file the Survey in such a manner as to make it practically inaccessible.

### I. Importance of NIS.

The National Intelligence Surveys (NIS) constitute a series of encyclopedic country and area studies incorporating the most reliable information possessed by the Government on the areas and subjects to which they relate. The program will cover the world and is already half complete. These are official reference works and their purpose is to serve as a source of information and guidance for government officers; experience has shown them to be of notable assistance to Political and Economic Officers in the Foreign Service.

### II. Distribution of NIS.

Chapters or individual sections of the NIS are sent to the principal posts in the country under study. Because of the large volume of secure storage space required by the NIS, studies on areas of other than primary interest are not sent to any given Foreign Service post except on request. Dissemination of NIS to the Consulates in any country is made only at their request. However, copies of the Quarterly Production Reports are sent regularly to all diplomatic and consular posts. These reports indicate which NIS sections (or complete chapters in some cases) on which areas have already been published; they also indicate which sections are currently undergoing editorial processing or printing. Each report supersedes previously issued quarterly reports.

### III. Accessibility

OFFICIAL USE ONLY

DRAFTED BY:

**CLJ:LR:FWShigman:big 11/7/56**

APPROVED BY:

**Fred W. Shigman**

CLEARANCES:

**OSR/NIS - Mr. Clinton**

**OSR - Mr. Evans**

**CLJ - Mr. Buford**

OFFICIAL USE ONLY

(Security Classification)

### III. Accessibility of NIS.

It is important that each post facilitate fullest use of the NIS by assuring that all officers are made aware of the collection, its location and availability for reference use. To assure that this will be done an officer of the post should be assigned responsibility for maintaining and servicing the collections.

The NIS constitutes a reference rather than a record collection and should be so treated at each post, insofar as possible, in conformity with security requirements. Wherever proper safe storage equipment is available in physical proximity to the Foreign Service Officers who use the material, it is recommended that the NIS be filed there rather than within the central files of the post. If security factors require storage of NIS within the restricted area of the post, it should not be classified and filed in the central files, but should be maintained as a separate, clearly marked reference collection within the restricted area.

### IV. File Arrangement of NIS.

The NIS has a definite system for file arrangement, which is by number (country), chapter and section. The contents of each Quarterly Production Report is organized in this fashion and serves as a current index. It should be used as a guide for filing the NIS at each post, regardless of physical location.

### V. Awareness of NIS.

Until all officers of the Service become familiar with the uses of NIS, posts may wish to follow the practice now established in several missions of requiring newly arrived officers to study available sections of NIS relevant to their duties. It might be equally desirable to circularize to all officers (specifically including USIA) notice of the arrival of new sections or revisions of sections.

HOOVER (ACTING)

OFFICIAL USE ONLY

(Security Classification)